

# Administrator Guide

## Reporting

### Pulling Reports by Student

- 1 Select **Examinees** and locate the student's name.
  - You can search for a student by name using the search box or scroll the alphabetical list.
- 2 Click the three action dots in the far-right column and select **Edit**.
- 3 Scroll to the bottom of the student's information and click on **Examinee History Report**.
- 4 Click **Download Reports**. The report will download to your computer for viewing.

# Administrator Guide Screenshots TK: TK

1

Examinees



Sessions

2

Edit

3

Examinee History Report

Session Name	Date Registered	Date Started	Date Completed	Score	Reports
	09-23-2025 12:06	09-23-2025 12:06	09-23-2025 12:55	0	<a href="#">Download Reports</a>